

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

Opening Date: September 15, 2015

Closing Date: Until Filled

**CASUAL/SEASONAL FACILITIES/OPERATIONS ASSISTANT
EXECUTIVE OFFICES
NEW CASTLE COUNTY**

This is a Casual/Seasonal position (37.5 hours per week) without benefits. Pay will be commensurate with experience. There is an immediate need to fill this position. This position will report to the Director of Operations and work directly with the Purchasing Coordinator.

This position is responsible for assisting with distribution services, warehouse and other storage facilities, state vehicles assigned to the Department, materials handling within New Castle, Sussex and Kent counties. This Assistant will be asked to move office furniture/equipment, assist with electronic asset inventory control involving counting, recording, maintaining, coordinating, tracking. This position also assists with basic IT helpdesk matters such as network resets, VOIP phone activations, PC setups and troubleshooting, cabling, etc. This position will interface with all Department personnel in addition to vendors and contractors based on office and supply needs.

Distribution involves transporting, transferring and issuing office supplies and equipment. Materials handling involves physically inspecting, preparing, assembling, disassembling, operating, loading, unloading, storing, disposing and displaying inventory.

Locates and selects material, office suppliers, tools, equipment, parts or other articles from stockrooms, warehouses, or other related storage facilities - adjusts, repairs, assembles, or prepares products, supplies, equipment or other items according to specifications or customer requirements.

Operates a variety of equipment for the purpose of preparing, inspecting, and weighing, evaluating, recording, marking, or transporting supplies, materials, equipment or other articles.

Records type, quantity, value or location of material, supplies, equipment or other articles received, shipped, used or issued.

Cleans and maintains supplies, tools, equipment, instruments and storage areas to ensure compliance with safety regulations; ensures proper placement of inventory and vehicles in Department's possession.

Will use pallet jacks, hand trucks and dollies to transport or distribute supplies, equipment, materials or other articles.

May be asked to operate various vehicles ranging from automobiles to trucks equipped with hydraulic lifts and air-brakes to transport a wide variety of supplies, equipment, materials and

other articles such as furniture, office equipment, documents and mail to various locations throughout the State.

Arranges cargo to avoid unbalanced loads and to expedite delivery, loading, unloading and most efficient use of space.

Minimum Qualifications:

- Ability to establish and maintain effective working relationships with superiors, staff, vendors, agencies and the public.
- Ability to operate a wide variety of vehicles, handcarts or other equipment used to move office furniture, distribute or transport supplies, materials, equipment, and/or mail on a time schedule.
- Skilled in the ability to use independent judgment to accomplish distribution and materials handling techniques.
- Ability to operate equipment such as a handcart to transport supplies and the ability to lift and transport equipment and furniture.
- Ability to utilize basic office software applications such as Microsoft Office Suite, electronic asset inventory, Case/Matter Management systems.
- Ability and knowledge to complete/troubleshoot basic computer and electronic equipment setups and issues.
- Knowledge of preventative maintenance on vehicles and equipment which includes cleaning and servicing of vehicles assigned to the Department.
- Knowledge of using an automated information helpdesk system to enter, update, modify, delete, retrieve/inquire regarding assignments and intranet portal helpdesk matters and report on related data.
- Must have and maintain a valid driver's license in order to operate vehicles when traveling between New Castle, Sussex and Kent counties.
- Interested applicants must be fingerprinted and will be required to undergo a criminal history background check.

Please submit a State Application and a Resume to Human Resources, Delaware Department of Justice, 820 N. French Street, Sixth Floor, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.